

# INSTRUCTIONAL FORM

Attachment B

## POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 51-5-009      2. Position Number: 916-350-3175-xxx. Date of Posting: 7/9/2014
4. Classification: Transportation Engineering Technician Salary Range \$3,262 - \$4,909
6. Pay Differentials That Apply To Position: Several May Apply
7. Working Hours of Position: 8:00 am to 5:00 pm. The incumbent will be required to work during times of "national emergencies and/or natural disasters".
8. District/Division: 51/Traffic Operations Section: Office of Permits  
Geographic Location: Sacramento

(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

### 9. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):  
Experience in writing Department's transportation permit.

#### B. Technical & Professional Skills & Abilities:

*The incumbent coordinates, schedules, and performs inspection of extralegal vehicle, within an assigned area, for the Transportation Permit Program. Incumbent must possess a valid California driver license, be able to operate various state vehicles, and drive moderate to long distances to various field locations. Some field locations may require overnight stays. To provide adequate statewide vehicle inspection coverage, incumbent may be required to travel outside of his/her assigned area.*

*Inspects, determines, and verifies equipment such as 4-axle tractors, heavy haul combinations, mobile cranes, drill rigs, dollies, jeeps, trailers, and various others equipment, for use in the transport of extralegal loads. Determines if the load and/or vehicle are correctly described and that the vehicle or vehicle configuration is eligible for a permit based on the Department's transportation permits policies.*

*Analyzes the capability of the hauling vehicle combination to accommodate the load, checks the allowable loading, and determines proper permit weight classification (i.e. orange, green, or purple weight chart). Calibrates and maintains weight scale accuracy. Reviews routing for oversize/overweight permit loads using established databases to check for vertical and horizontal clearance, vehicle operation, weight capacity of structures, conflicting construction or maintenance work and if found acceptable, issue permits. Coordinates the routing of extra-legal loads with local agencies when load requires the use of local streets and roads.*

C. License and/or Certification Requirements: Must have a valid California Driver's License.

#### D. Physical Abilities to Perform Essential Functions:

##### *Physical Requirements:*

- Drives to and from distant meeting locations.*
- Ability to lift, carry, and use portable heavy duty weight scales.*
- Works in inclement weather, which may include severe cold or heat.*
- Lifts and moves equipment parts and boxes weighing up to 50 pounds on occasion, if required.*
- Ability to stand and walk on concrete flooring during work hours, frequently stooping, bending, kneeling, crouching, pushing, pulling, reaching, twisting, climbing, and crawling.*
- Sits for long periods of time using a keyboard, mouse, and video display terminal.*

E. Other Departmental Requirements: *Ability to apply and follow all the Department's Director's Policies and Deputy Directives.*

F. Consequences of Error:

*The vehicle inspector serves as a resource person on transportation permit issues and is expected to give clear and correct guidance to customers. Inaccurate calculations, incorrect information, poor decisions and error in judgment could result in costly re-work, loss of equipment, damage to State highway facilities, increase costs to haulers and/or their clients, and create a safety hazard causing injury to the customer and the general public as well as expose liability to the State.*

*The incumbent is responsible for applying extralegal transportation permit policies provisions to ensure consistency and uniformity in the operation of extralegal vehicles. Incumbent is responsible for his/her actions, decisions, quality of completed work and proper use of state time, equipment and materials. Inappropriate comments, incomplete or incorrect information could result in significant economic losses to business and could negatively impact commerce.*

G. Duty Statement/Description of Duties: *HR – Please insert link to duty statement.*

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10. Final Date and Time for Receiving Bid: 10 days 7/23/2014

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Address: Department of Transportation  
Division of Traffic Operations, MS-36  
1120 N Street Sacramento, CA 95814  
Attention: Philip Poon

Telephone Number: (916) 654-6103

12. Window period employee must be available for contact (Unit 1&4 Only): From: \_\_\_\_\_ To: \_\_\_\_\_  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (Unit 11 Only): Within Two Weeks of Accepted Job Offer  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)

Revised 1/10/05